

Annual EEO Public File Report

WGBY-TV, Springfield, Massachusetts
(December 1, 2015 through November 30, 2016)

This Annual EEO Public File Report lists all full-time vacancies filled during the reporting period for the WGBY-TV employment unit.

- Recruitment Sources Used.
 - All open full-time positions were listed on the WGBY website and station internal postings.
 - In addition, all full-time job openings were advertised in
The Sunday Republican;
The Valley Advocate Newspaper;
MassLive.com; and
Craigslist.
 - Further, notices of all full-time open positions were sent to those organizations, schools, newspapers, or websites listed in the Recruitment Report (Appendix A).
- Full-Time Positions Filled During Reporting Period and Recruitment Source of Hires:
 - Director of Administration (responded to internal posting) the person that applied has held that position a year prior and was still an employee, the status was contracted employee.
- Total Interviewees for Full-Time Positions Filled
 - Director of Administration – 1 internal applicant
- Number of Interviewee Referrals From Sources Used

Only one person, an internal employee, applied for position and therefore was the only person interviewed.

Appendix A: Recruitment Source List. The email distribution list for all notices of full-time openings.

Appendix B: A summary of the Supplemental Outreach initiatives undertaken by the WGBY employment unit during the current reporting period.

Appendix A
Recruitment Source List
WGBY-TV Springfield, MA
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The following organizations and websites receive notices of all full-time position openings at WGBY. (an * is placed next to any organization that has requested to receive these notices)

Naomi White Afro-American Cultural Center – AIC 1000 State Street Springfield, MA 01109	American International College* Career Services 1000 State Street Springfield, MA 01109	Bay Bath College Career Center 588 Longmeadow Street Longmeadow, MA 01106
Berkshire Community College Placement Office 1350 West Street Pittsfield, MA 01201	Black Mass Communications Student Union Bldg., Rm. 402 UMass Amherst, MA 01003	Career Point * 850 High Street Holyoke, MA 01040
Casa Latina Inc. 140 Pine Street Florence, MA 01062	Community Foundation of West. MA P.O. Box 15769 Springfield, MA 01115	Department of Social Services 1537 Main Street, Suite 4 Springfield, MA 01103
Elms College* Career Center 291 Springfield Street Chicopee, MA 01013	Fairfield University 1073 No. Benson Rd. Fairfield, CT 06430-5	Future Works * One Federal Street, Bldg. 103-3 Springfield, MA 01105
Girls, Inc. P.O. Box 6812 Holyoke, MA 01040	Girls Inc. of Pittsfield 165 East Street Pittsfield, MA 01201	Greenfield Community College Placement Office One College Dr. Greenfield, MA 01301
Hampden County Employ. & Train. Consortium 1176 Main Street Springfield, MA 01103	Holyoke Community College Career Services * 303 Homestead Ave. Holyoke, MA 01040	Jewish Community Center of Spfld. 160 Dickinson Street Springfield, MA 01108
Jewish Federation of Greater Spfld. 1160 Dickinson Street Springfield, MA 01108	Junior League of Springfield C/O 64 Sewall Street Ludlow, MA 01056	Lighthouse * 1401 State Street Springfield, MA 01109

MA Commission Against Discrimination 436 Dwight Street Springfield, MA 01103	Martin Luther King Community Center * P.O. Box 91026 Springfield, MA 01109	Mass. Career Development Institute 140 Wilbraham Road Springfield, MA 01109
Mount Holyoke College Career Development Center South Hadley, MA 01075	Northern Educational Services 67 Mulberry Street Springfield, MA 01105	Open Pantry P.O. Box 5127 Springfield, MA 01101
Puerto Rican Cultural Center, Inc. 38 School Street Springfield, MA 01105-1	Puerto Rican Veteran's Association P.O. Box 70185 Springfield, MA 01107	Regional Employment Board 1441 Main Street, Suite 137 Springfield, MA 01103
YWCA * Employment Opportunities 1 Clough Street Springfield, MA 01118	Smith College Career Development Office Northampton, MA 01063	Smith College Soc. Work School Northampton, MA 01063
Safe Passage 43 Center Street, # G Northampton, MA 01060-3	Spanish American Union P.O. Box 70192 2335 Main Street Springfield, MA 01107	Springfield Action Committee CARP Program 140 Wilbraham Ave. Springfield, MA 01109
Springfield Technical Community College Office of Disability Services 1 Armory Street Springfield, MA 01105	Springfield Technical Community College * Human Services Department One Armory Square Springfield, MA 01105	UMass * Employment Options Office University Career Center Amherst, MA 01003
UMass Everywoman's Center Wilder Hall Box 30520 Amherst, MA 01003	UMass Placement Office Amherst, MA 01003	Union Video Center 216 Student Union Bldg. UMass Amherst, MA 01003
United Way of Pioneer Valley P.O. Box 3040 Springfield, MA 01101	University of Massachusetts University Career Center Mather Drive Amherst, MA 01003	Comprehensive Employment Opportunities 285 Dorset Street Springfield, MA 01138
Urban League of Springfield Minority Employment Program 765 State Street Springfield, MA 01109	Valley Opportunity Council 317 Main Street Holyoke, MA 01040	Veteran Center Northgate Plaza 1985 Main Street Springfield, MA 01103

Veteran Community Care Center
583 Main Street
Springfield, MA 01109

Western New England College
Career & Human Resources *
1215 Wilbraham Road
Springfield, MA 01119

Westfield State College *
Placement Office
Western Ave.
Westfield, MA 01085

WGBH
Human Resources Department
125 Western Ave.
Boston, MA 02134

Work Opportunity Center, Inc.
Employment Specialists
P.O. Box 481
Agawam, MA 01001

YMCA
275 Chestnut Street
Springfield, MA 01104

Westover Job Corps Center *
103 Johnson Road
Chicopee, MA 01022

Abilities Unlimited
61 Union Street
Westfield, MA 01086

Franklin Hampshire Career
Center
178 Industrial Drive – Suite
1
Northampton, MA 01060

Valley Advocate Newspaper
John Spear (new 2014)
jspear@valleyadvocate.com

MassLive.Com
Springfield Newspaper
JJ Wassmuth
Jwassmuth@repub.com

WGBY website
wgby.com

WGBY Internal Postings

craigslist.org

Indeed.com

Appendix B
Supplemental Outreach Activities
WGBY-TV Springfield, MA
(December 1, 2015 through November 30, 2016)

FCC Menu Categories

1. Participation in at least four job fairs by station personnel who have substantial responsibility in making hiring decisions;
2. Hosting of at least one job fair;
3. Co-sponsoring of at least one job fair with organizations in the business and professional community whose membership includes substantial participation by women and minorities;
4. Participation in at least four events, including conventions, career days, workshops, and similar activities, sponsored by organizations representing groups present in the community interested in broadcast employment issues;
5. Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment;
6. Participation in job banks, Internet programs, and other programs designed to promote outreach generally (i.e., outreach that is not primarily directed to providing notification of specific job vacancies);
7. Participation in scholarship programs designed to assist students interested in pursuing a career in broadcasting;
8. Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions;
9. Establishment of a mentoring program for station personnel;
10. Participation in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting;
11. Sponsorship of at least two events in the community designed to inform and educate members of the public about employment opportunities in broadcasting;
12. Listing of each upper-level category opening in a job bank or newsletter of media trade groups whose membership includes substantial participation by women and minorities;
13. Provision of assistance to unaffiliated non-profit entities in the maintenance of web sites that provide counseling on the process of searching for broadcast employment and/or other career development assistance pertinent to broadcasting;
14. Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination;
15. Provision of training to personnel of unaffiliated non-profit organizations interested in broadcast employment opportunities that would enable them to better refer job candidates for broadcast positions;
16. Participation in other activities designed by the station reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities.

Menu Category	Brief Description of Activity
6	<p>WGBY has been a training center for the Human Resources Unlimited (HRU) Lighthouse program since 1992. Lighthouse is a training program for people with disabilities to learn to help them get back into the work force. Employees are trained in the Administration and Building Maintenance Departments. During the reporting period 2 participants continue to be employed by WGBY.</p> <p>WGBY coordinated and supervised a number of TOLD (Telling Our Stories Digitally) Workshops that taught Latino youths how to use a computer and different software to prepare and presentation about their life in the Community. These workshops helped the participants learn how to use a computer in order to help them be better prepared for the work place.</p> <p>WGBY is a Host Agency for the Springfield Senior Aid Program run by the city's Dept. of Elder Affairs that helps mature individuals learn basic skills that will help them get back into the work force. WGBY assists in training participants.</p>
5	<p>Internships: WGBY offers full and part-time, unpaid internships to college students, graduates and career-changers in the following departments -</p> <p>Production and Programming Internships</p> <p>The production internship is a full-time internship providing "hands-on", practical experience in television production. Intensive training takes place the first two weeks of the program with instruction provided by the professional WGBY staff. Interns are trained in the fundamentals of television production and equipment operation. Intensive training takes place the first two weeks of the program with instruction provided by the professional WGBY staff. Interns will be trained in the fundamentals of television production and equipment operation.</p> <p>The programming internship is with WGBY's Programming Department. Interns experience, first-hand the operations of a local PBS broadcast facility. Programming interns act as assistants to the producers, who are responsible for producing all of WGBY's local programs. Typical assignments include project research, assisting with studio and field shoots, tape logging, operating computer teleprompter, receiving studio guests, correspondence and clerical duties.</p> <p>During the Reporting Period WGBY had 6 Programming and Production interns from the following schools:</p> <ul style="list-style-type: none"> - Springfield College - Westfield State University - Springfield Technical Community College (STCC)

	<p>Media Internships</p> <p>This is an internship program through the Latino Youth Media Institute that allows Latino youth to participate in a variety of media learning activities. They experience both the programming and production side of WGBY and learn about how WGBY interact within the Community.</p> <p>WGBY is currently recruiting new Interns to begin in the December of 2016.</p> <p>Notices of internship opportunities are posted on WGBY's website.</p>
1	<p>Job Fair –</p> <p>In October 2016 WGBY participated in the Community Job & Career Fair with Project Couch and Brightwood Health Center. There were 10 organizations that participated and 150 attendees to the Fair.</p>